

DUTY STATEMENT

Classification: Energy Commission Supervisor II (EFF)	Position No. 410-4940-001
CBID: S10	Office: Appliances and Process Energy
Date Prepared: January 9, 2013	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Supervisor II (EFF) is under the general supervision of the Office Manager, in the Appliances and Process Energy Office of the Efficiency and Renewable Energy Division. The incumbent supervises technical staff in the evaluation, analysis and development of appliance efficiency standards that can be adopted through the regulatory process. The incumbent also supervises professional staff in the implementation of the compliance and enforcement functions of the program to ensure compliance with state and federal appliance efficiency standards. In addition, the incumbent assists the Office Manager in coordinating interagency working groups and stakeholder collaboratives to leverage energy efficiency opportunities.

The mission of the unit is to ensure compliance with existing state and federal standards, and complement existing market programs with economic, cost effective appliance efficiency standards.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 30% Plans, organizes and directs the work of staff engaged in compliance and enforcement activities. The incumbent shall ensure that the regulated community is receiving a high level of customer support from compliance staff. Oversees the development and closure of enforcement matters to ensure high levels of compliance with adopted state and federal standards. (E)
- 30% Plans, organizes and directs the work of staff engaged in the technical analysis and evaluation of proposed appliance efficiency standards; and coordinates the preparation of reports, models and analyses of appliance measures to determine energy use and technical, economic and environmental feasibility. Oversees the development of required rulemaking documents pursuant to the Administrative Procedures Act. (E)

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- 10% In consultation with the Office Manager, helps lead and coordinate interagency working groups and stakeholder collaboratives to leverage external resources to implement energy efficiency measures supporting the appliance energy efficiency program. (E)
- 10% Provides supervision for all individuals within the unit including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Represents the Commission before utilities, legislators, private energy service companies, federal lending institutions, other state and local government agencies, the public and industry organizations affected by efficiency programs. (E)
- 5% Assists the Office Manager with management responsibilities within the office, including recruitment, administrative and management coordination. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Incumbent Energy Commission Supervisor II (EFF)	Michael Leao Office Manager II
Date	Date